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## SPOTLIGHT: AIR FORCE SERVICE DAY – ASMC PROFESSIONAL DEVELOPMENT INSTITUTE

by Ms. Catherine Alexandrow, SAF/FME

From 1 to 3 June, Air Force financial management professionals convened in Orlando, FL for the American Society of Military Comptrollers' (ASMC) Professional Development Institute (PDI).

The event offers Air Force FMers the opportunity to enhance their resource management knowledge and skills, as well as to share best practices toward meeting the complex challenges of today's fiscal environment. In addition, participants are able to interact with a broad range of FMers at all levels and expand their professional network.

During the morning session of the first day, the master of ceremonies, CMSgt John Writer, welcomed the audience before The Honorable Ricardo A. Aguilar offered additional opening remarks and introduced the keynote speaker, The Honorable Robert F. Hale. Mr. Hale discussed the challenges of operating with constrained resources. He discussed the pressures that the Department of Defense (DoD) faces when developing and executing budgets and how those pressures are changing as Congress looks for ways to reduce spending in a quest for a balanced budget. Mr. Hale also described the importance of DoD achieving a clean financial audit to support budget and operational decisions.



The Honorable Ricardo A. Aguilar addresses the PDI audience during Air Force Service Day

Following Mr. Hale's presentation, Mr. Daniel McMillin, SAF/AG, presented the Air Force Audit Agency Annual Awards and an Audit Agency update. He discussed improvements to the Audit Life-Cycle Management process and how AFAA is focused on improving internal processes to meet Air Force needs and developing strong partnerships to streamline the audit planning process.

CMSgt Writer closed the session by thanking each speaker for sharing their insights and perspectives.

### AIR FORCE SERVICE DAY WORKSHOPS

The afternoon session featured Air Force-specific workshops on a variety of topics, tools, and resources focused on the most pressing issues facing financial management. Following is a brief overview of some of the workshops offered: ➤



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# SPOTLIGHT: AIR FORCE SERVICE DAY – ASMC PROFESSIONAL DEVELOPMENT INSTITUTE (cont.)



## PRESENTATION: BUDGET OUTLOOK

Maj Gen James Martin (SAF/FMB), Ms. Carolyn Gleason (SAF/FMB), Mr. Carlos Rodgers (SAF/FMBI), Col James Peccia (SAF/FMBO)

This workshop focused on the impacts of the new fiscal environment, characterized by more constrained resources. It highlighted some of the challenges currently facing the Air Force budget as we attempt to balance capability, readiness, and capacity to support the fight tonight and a high-end fight.

## LINKING AF STRATEGY TO BUDGET EXECUTION—CAN THE AF GET THERE FROM HERE?

Brig Gen Edward Fienga (SAF/FMP)

Last year (Jan 2015), the Headquarters Air Force reorganized its Programming organization into SAF/FM with the intent of having an overarching AF Strategy guide the development of an AF Plan, and subsequently, the AF POM and Budget submission. With the benefit of one Planning Choices cycle, one POM build and defend cycle, and one Budget Rollout as experience, this session discussed the challenges encountered, some lessons learned for use by all future reorganization participants, and some key differences between expectations and the reality of building and defending a POM, particularly in an election year.

## DEAMS STRATEGIC ROAD MAP

Ms. Shirley Reed (SAF/FMFS) & Mr. Todd Baker (SAF/FMFSO)

This workshop centered around how DEAMS plays an important role in helping achieve goals and objectives of the AF Strategic Master Plan by delivering capabilities that improve financial processes, controls, and information to support audit readiness. The speakers explained how this system enables Airmen to take advantage of cutting-edge technology to fulfill the Air Force financial management mission. As DEAMS evolves, it will become the cornerstone for integration with ERPs across the Air Force to report financial data.


## AIR FORCE BUDGET EXECUTION ANALYSIS TOOL (AFBEAT)

Col Steve Minkin (SAF/FMBOI) & Lt Col Michael Kwasnoski (SAF/FMBOI)

This session focused on AFBEAT, the new, revolutionary, requirements-based budgeting model tool for Execution Plan development that will be used by every organization that spends Operation and Maintenance funding. The presenters discussed how this new tool will not only improve decision support, but facilitate the unique validation and approval processes across the Air Force. AFBEAT is the first tool to go live across the Air Force that can link historical execution, budget requests, future FYDP funding, common levels of service, and a commander's strategic guidance.

## myFM CAREER: PLANNING FOR SUCCESS!

Ms. Shar Kaina (SAF/FME) & Mr. Mike Cerda (AFPC/DP2LA)

For those seeking insight on developing your Individual Development Plan, this session offered information on the new career development tool, myFM Career. This tool drives career planning conversations by allowing you to document and track your goals and education and training requirements, then provides training requirements to your supervisors to help allocate training funds appropriately. 

## About the Author

*Ms. Catherine Alexandrow is an independent consultant supporting SAF/FME.*



Professional Development Institute 2016—Orlando, FL

# My Professional Development Institute Experience

by Ms. Valeria Perchina-Ward, AFSPC and Mr. Frank Gonzales, AFMC



## MS. VALERIA PERCHINA-WARD'S PDI EXPERIENCE

This was my second time attending the American Society of Military Comptrollers' (ASMC) National Professional Development Institute (PDI), but my first as a civilian Palace Acquire (PAQ) intern. This year, ASMC held its event in Orlando, Florida. The event kicked off with a full day of Service and Defense Agency workshops where financial managers were able to get Certified Defense Financial Manager (CDFM) testing accomplished or simply attend Department of Defense (DoD) Financial Management (FM) Certification classes.

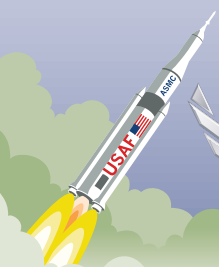


Professional Development Institute attendees arriving at Orlando World Center Marriott

During the Service Day, I attended three workshops where all PAQs volunteered with various assignments. For my first volunteer session, I went to the Air Force Budget & Execution Analysis Tool (AFBEAT) workshop all prepared as I was already using the system to work on the Execution Plan for the AFSPC portion. By being a first-hand user, I understood how this web-based application could influence leadership by linking the requirements in detail to the overall strategy of the Air Force. Per presenters of this workshop, AFBEAT integrates zero-based budgeting, line item detail, and value-based budgeting capabilities in order to provide improved decision support on a standardized level across the Air Force. The system is versatile in its use; it provides real-time input and viewing, even if different people

are inputting the requirements at the same time for the allowable OAC/OBAN. Also, Excel templates can be downloaded for offline input. I cannot wait to see what year two will bring to this system as far as added enhancements. From the speakers' briefs, AFBEAT will provide enhanced decision support due to its visual trends capability. Graphs that show data from previous years will allow spotting delta and seeing whom this delta belongs to. This added visual ability will illustrate variances for a selected program for a particular base.

The next day, one of the workshops I attended was "DCAA-DCMA-DFAS Roles in Contract Close-out." Many of us have dealt with the Tri-Annual Review (TAR) and I am sure we all have seen lingering contracts that belong to cancelled year appropriations. A rational thought would be to create a contract modification in order to de-obligate remaining funds since payments can no longer be made from the original appropriations. This would reduce a number of lines on the TAR, not to mention the time and energy of follow-up e-mails and phone calls. Nonetheless, it is not that simple. According to the workshop speakers, the Defense Contract Management Agency (DCMA) has barriers to contract close-outs such as final OH rates, contractor submission delays, direct cost audits, and other reconciliation issues. Defense Finance Accounting Service (DFAS) barriers to contract close-outs include existing modifications for contract line item numbers (CLINs) and not having enough funds on these CLINs. Plus, Mechanization of Contract Administration Services (MOCAS) is a complex system with only one recoupment rate. It was mentioned that DFAS has the oldest MOCAS contract from 1975 that is being reconciled. It is a team effort to ensure that the DoD reduces lost ➤



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opportunities for cancelled year funds. Contract close-out is important to audit readiness because it reduces contingent liability, addresses dormant funds, and frees expired funds for use elsewhere. It was a great point made: contract close-out should start before the contract starts.

In summary, my PDI experience could not be better. The lessons taught by the speakers broadened my knowledge and added value to my experience. In addition to insightful sessions and volunteer opportunities, PDI also provided a great way to network. I met other fellow PAQ interns, along with PAQ program coordinators. While going from one classroom to the next, I recognized many people that I was stationed with at my first duty station. Seeing familiar faces was a great bonus to my incredible PDI experience!


## MR. FRANK GONZALES' PDI EXPERIENCE

First and foremost, I had an excellent experience at PDI – plain and simple. As someone who is a fairly new addition to the FM career field, being given the opportunity to attend the only national event for FM and getting a dose of the “Big Picture” was invaluable. I came back to work with a stronger sense of purpose and energy for our mission and what we do each day.

Throughout the conference there were a variety of speakers, workshops, classes, and networking events. As much as I wish I could have gone to every single one, it would have been impossible. However, a few of the workshops really made a lasting impression on me.

The workshop that really got me thinking was called “Perfectly Off-Center,” presented by Maj David Ratliff, on why our decisions defy economics. Maj Ratliff gave a very enthusiastic and passionate overview of the various biases we have as financial managers in our decision support role, such as correlation bias, overconfidence, or even simple misunderstanding. These may be things we all think we are inherently aware of, but consider this, Endowment Effect is essentially the theory that people prefer what they have over any change that might be coming, so the change is scrutinized and criticized far beyond what is already in place. For example, I guarantee that everyone has at least once complained about the slow change from Legacy to DEAMS, but neglect to realize that GAFS was built and designed for the 1960s—almost 50 years ago! We resist the idea of replacing a system we know to have limitations for what we need simply because we don't know the new. Being aware of these biases can make us better at decision support, but also help us to have a sense of forward motion and improvement in our work as well.

Being around such a large number of fellow FMers was exciting. I got a great sense of how big and broad the career field is and how essential FM is to every aspect of Air Force operations. I met people from all over the world, supporting various missions, reinforcing the notion that what we do is truly global, and that even in our forward-deployed missions somebody has to pay the bills and manage financial resources.

And now, here I am back at work, gearing up for closeout and such, but looking back at my experience, I know I now have a better understanding of how and why things work the way they do and a broader perspective on FM and the various Air Force missions we support. All in all, it was a fun, informative, three-day conference that I recommend to anyone who has the opportunity to attend! 

## ABOUT THE AUTHORS

*Ms. Valeria Perchina-Ward and Mr. Frank Gonzales are financial management Palace Acquire interns.*



# Civilian Tuition Assistance

by Mr. Matt Daniels, AETC/FM



**Have you ever thought about going to school to earn a degree?** Whether you are looking to earn your bachelor's or continue your education with a master's degree, tuition assistance (TA) is available for civilian employees. At the 2015 Professional Development Institute (PDI) conference, we received questions about the eligibility requirements and application process for civilian TA during the Civilian Career Management panel, so we wanted to provide some clarification. And if you have any questions, the Financial Management Career Field Team (FM-CFT) is the focal point for all TA-related inquiries.

## First we'll start with a breakdown of the current eligibility/reimbursement criteria:

- Non-intern minimum grade of GS-09, and Intern minimum grade of GS-07
- Must be currently in/occupying a financial management (FM) job series (i.e. 500-series)
- Pursuing either first bachelor's or first master's degree; no doctorates are allowed
- Course/degree must be related to FM and improve job performance
- Non-intern/non-acquisition reimbursement limited to 75 percent of tuition cost only, not to exceed \$187.50 per semester hour or \$124.50 per quarter hour, with a \$3,500 fiscal year (FY) cap.
- Intern/non-acquisition reimbursement is 100 percent funded, minus books and other fees, with no FY cap
- Acquisition reimbursement is 100 percent funded, minus books and other fees, with a lifetime cap of \$50 thousand. The \$50 thousand can be used to obtain an initial bachelor's or master's degree. Employees are responsible for amounts exceeding \$50 thousand up front.



## THE TUITION ASSISTANCE PROCESS

### Acquisition Workforce

Acquisition-coded financial management employees are eligible to participate in the Civilian Acquisition TA Program administered by SAF/AQH. The program is administered through **Air Force Virtual Education Center (AFVEC)**. The first step upon initial log-in is to click on the link for and complete the "Annual TA Benefits Training." FM employees will then submit a degree plan in AFVEC to the FM-CFT for review/approval. The degree plan must be related to your FM career path. Any changes to the degree plan after initial approval must be forwarded to the FM-CFT via e-mail at [afpc.fm.cft@us.af.mil](mailto:afpc.fm.cft@us.af.mil). After approval of the degree plan, the TA funding request must be submitted in AFVEC no earlier than 60 days prior to the term start date and no later than seven days. Students are limited to two courses per term. For more details regarding acquisition TA guidelines or "how to" guides, please reference the AFVEC website.

### Non-Acquisition Workforce

Non-acquisition-coded financial management employees must submit requests for TA no later than 45 days prior to the course start date to allow adequate time for processing. The FM-CFT ensures the request includes all required documents and submits ►



it to the AFPC Training Office for approval. Following AFPC Training Office review, the package is submitted to AFPC/FMY for funding. Please note, all TA requests are subject to funds availability and a course is not considered funded until an approved SF-182, Authorization, Agreement and Certification of Training, is returned to the employee by the FM-CFT. The FM-CFT cannot retroactively approve courses.

## The following documents are mandatory when applying for **Non-Acquisition TA**

- **Standard Form 182**, Authorization, Agreement and Certification of Training
- Course description (from school website or catalog)
- Tuition rate per hour (from school website or catalog)
- Current signed program agreement (Select one below)
  - **Palace Acquire Student**
  - **Non-Palace Acquire Student**
- **Degree plan from college/university** (first time submitter)

Send completed documentation electronically to the TA administrator using the **FM-CFT Workflow**.

## Grades

Successful completion requires a grade of (C) or better for undergraduate courses and (B) or better for graduate courses. Students that fail to meet these requirements are required to reimburse the amount of TA provided.



## Frequently Asked Questions

What AFI covers TA?

**Answer:** AFI 36-401 *Employee Training and Development*

What AFMAN covers TA?

**Answer:** AFMAN 36-606 *Civilian Career Field Mgt & Dev*

Can I use TA for a doctorate degree?

**Answer:** No

Can I get a second bachelors or master's degree?


**Answer:** No

How long does it take to get approval for an SF-182?

**Answer:** SF-182 approvals are typically sent 30 days out from the start date of the course

How do grades get processed?

**Answer:** For acquisition the grades are typically posted by the school; however, some require manual entering by the FM-CFT. For non-acquisition please forward all grades to the **FM-CFT Workflow**.

Please stay tuned for future TA updates which will be sent using myPers robot message to everyone. We look forward to hearing from you and hope you will take advantage of the opportunity for TA. Please contact the FM-CFT for any assistance either by phone or email at: Comm (210) -565-2595, DSN 665-2595, or **FM-CFT Workflow**. 

## About the Author

Mr. Matt Daniels manages the Financial Management Career Field Team Tuition Assistance Program at the Air Force Personnel Center (AFPC/DP2LA).



# High-Level Opportunity for Higher Learning—Leads to Amazing Benefits

by Mr. Shaun Branam, AFLCMC



As a member of the AFLCMC/FM community in the B-2 program office at Wright-Patterson AFB, I recently had the opportunity to travel to Washington D.C. to participate in the Shadowing Headquarters for Advancement & Development of Workforce program. For two weeks, I shadowed individuals from organizations such as SAF/AQX, SAF/FMB, and SAF/FMC, attending meetings regarding the FY16 Omnibus, Counter-Islamic State of Iraq and the Levant (ISIL) strategies, AF Cost Analysis Improvement Group for the Defense Enterprise Accounting and Management System (DEAMS), the KC-46 program, Should Cost, and many others. To say I was blown away by the multitude and magnitude of events involving acquisition and financial management within the Air Force is a complete understatement.

My first week in the Pentagon, I spent most of my time in SAF/AQX, a vital organization that interacts with all the program offices across the Air Force. As an FMer in acquisition, I understand the acquisition process and the timeline that goes along with my program. However, the individuals in AQX are not just assessing one program, but a large portfolio of programs under AQ. It was amazing to hear an individual mention an issue with a random program and to see that everyone else knew what was going on; not just regarding the program itself, but also regarding the POM, current funding, execution, Omnibus, and the FY17 PB request. It was inspiring! This division, led by




Mr. Mark Miller, Director, SAF/AQX (second from left), with Shadow Program participants, Ms. Angelica Torres, PEO Space (far left); Mr. William Krueger, PEO Fighter/Bomber (second from right); and Mr. Benny Estorga, PEO Space (far right), who were recently recognized for their participation in the program.

Mr. John Miller, who chairs the Fall Program Review and the Spring Program Review, showed me a different perspective on the purpose of these reviews, one which completely contradicts the normal assumption of “SAF/AQX is just trying to pull our funds.” This group walked myself and four other shadowees through several programs, explaining what they are looking for, how the funding should be phased, how they are trying to reprogram or re-phase it correctly, while protecting the Air Force’s Total Obligation Authority at the same time. We also had several discussions on the Investment Master List (IML)/Acquisition Master list (AML) regarding why they are important, why they were developed, and how to complete the process for each. SAF/AQX even gave us the opportunity to brief them on issues we have in our offices regarding the IML/AML, should cost initiatives, and other FM-related topics. The fact that my question of “why” was answered has given me a new perspective on my work and how it plays into the big picture for the Air Force as a whole. As a result of this experience, I gained a better understanding and appreciation for the work performed in this office and how I can aid higher headquarters in the management of funds on my programs. Within one week, my experience shadowing SAF/AQX helped enhance my understanding of the entire budget process and the battle rhythm that goes along with it. ➤

# High-Level Opportunity for Higher Learning—Leads to Amazing Benefits (cont.)



During the second week, I spent most of my time with SAF/FMB. To start, the shadowees were brought into the briefing for the FY16 Omnibus package to Maj Gen Jim Martin (SAF/FMB). Col Jim Peccia and Mr. Carlos Rogers briefed the Operation and Maintenance and Investment portions of the omnibus package with incredible detail and accuracy. Maj Gen Martin approved the briefing, thanked his team members for their work, addressed and reviewed minor action items, and the meeting adjourned. For a reprogramming effort with multiple moving parts, from changing requirements to changing sources, to see the full process in motion was nothing short of fascinating! The shadowees worked with Mr. Chris Quintana (SAF/FMBI) on a daily basis as he tracked the ever-changing picture of the omnibus resulting from a top-down directive, a new requirement, a new source, or simply a change in strategy. And if the former week wasn't eye-opening enough, Mr. Chris Quintana and Mr. Greg Stiltner worked directly with SAF/AQ personnel to help integrate funding requirements and sources into the omnibus for the program offices. As elaborate as the Air Force corporate structure is, and as many levels of approval needed to move up the chain of command, to have seen it all come together to be presented to Congress was amazing. Again, I cannot stress enough the importance for every FMer to understand the budget process and how it all comes together, and in SAF/FMB it seems to be second nature. From requirements to new strategies for programs, service cost positions, the POM, and Justification books, all the way the President's Budget, to see and understand of how each piece of the puzzle is integrated in such a manner to be presented to Congress was an experience I will never forget. The Shadow Program enhanced my knowledge as a financial manager and provided me with a greater understanding of the entire budget and acquisition process that will be useful to me throughout my career in the Air Force.

I believe the knowledge I gained from this opportunity is vital to the depth and breadth of knowledge needed for each member of the financial management career field. I strongly recommend looking into opportunities like this and taking full advantage of them. 

## ABOUT THE AUTHOR

*Mr. Shaun Branam started his civilian career in 2012 at Wright-Patterson AFB where he was a Financial Management Palace Acquire Intern for the Air Force Security Assistance Directorate, and then the AFLCMC/XZ Program Development & Integration Directorate. In 2015, he moved to the B-2 Program Office where he works as a financial manager on multiple ACAT programs.*

## Share Your “Fabric of FM” Story!

How did you come to FM? Where did you grow up? What decisions did you make that led you to become a thread in the “Fabric of FM”? Our backgrounds and experiences shape us and allow each one of us to bring a unique perspective to achieving our mission. There is so much we can learn from each other, so now is your chance to tell your story and help all of us broaden our view of the FM community.

Each month, we will feature an FMer's story as part of “The Fabric of FM,” an ongoing series of articles. If you would like to share how you came to FM, please submit a ~500- or ~900-word article to Ms. Catherine Alexandrow at [catherine.n.alexandrow.ctr@mail.mil](mailto:catherine.n.alexandrow.ctr@mail.mil).





# Increasing the Voice of the Customer to Maximize Agility

by Mr. Jim Reitzel, AFMC/FM



Earlier this year, from 17-19 May, Brig Gen John Pletcher, Director, Financial Management and Comptroller, Air Force Materiel Command (AFMC), hosted a three-day AFMC FM Workshop at Wright-Patterson Air Force Base. The three-day event, themed “Increasing the Voice of the Customer to Maximize Agility” was attended by six AFMC center comptrollers, nine wing comptrollers, and superintendents. In addition, several inbound wing comptrollers were able to join and meet their counterparts and predecessors, as well.



On day one of the workshop, Brig Gen Pletcher opened with the new AFMC Financial Management Mission and Vision:

**AFMC/FM Mission Statement:** **Trusted Advisors ...** Delivering **customer-focused** financial management, analysis and execution ... to enable agile war-winning capabilities for our Air Force

**AFMC/FM Vision Statement:** World Class decision support ... by **superior, agile & cost-conscious** financial managers ... focused on **maximizing value** and **continuous improvement** ... always looking through the eyes of our customers

Gen Ellen Pawlikowski, AFMC Commander, then spoke to the group and reinforced her AFMC Mission, Vision, and Goals and also highlighted some of the key issues and initiatives facing the MAJCOM. For the remainder of the first day, AFMC financial management leaders provided briefs of ongoing AFMC initiatives to include “Maximizing our Human Capital,” “Streamlining Operations through Continuous Process Improvement,” “Refining Financial Policy and Tasking Processes,” and “Improving Communication across the AFMC Enterprise.” Updates on AFMC’s FY16 budget, FY17 execution plan, year-end closeout, and FM systems were also presented to the group.


To kick off day two, each center and wing comptroller shared their mission issues, as well as best practices they’ve implemented over the past year. Of particular interest to the attendees were shared services and the leveraging of technology. The Honorable Ricardo A. Aguilera, Assistant Secretary of the Air Force for Financial Management and Comptroller, was the day’s featured speaker. Speaking to the group via video teleconference, Mr. Aguilera provided his leadership perspective and some great insight into the challenges we face as the Air Force battles through the current fiscal environment. Ms. Pam Franseschi, Director, Defense Finance and Accounting Service (DFAS)-Columbus, joined the group to discuss ongoing DFAS initiatives and how the DFAS-Air Force partnership is critical to mission success. Her knowledge and insight into the complexity of acquisition accounting enabled great discussion and generated several positive solutions.

The third and final day of the workshop focused on developing FM professionals. Both the Officer Assignment and Civilian Workforce Management and Development leads, Capt Stephen Cash and Mr. Mike Cerda respectively, led presentations. CMSgt John Writer, SAF/FM Functional Manager, was also a key part of the day, providing updates on the manpower study and Enlisted Development Team efforts. An important topic for the AFMC FM community was FM Certification and a great part of the discussion focused on the time extension waiver process, acquisition workforce certification requirements, and the progress made by ➤



AFMC toward the 30 June 2016 target date. HQ AFMC/A1 presented the latest on AcqDemo implementation, a personnel demonstration project for the acquisition workforce within AFMC. Maj Gen Jim Martin, SAF/FMB, and Mr. Tom Murphy, SAF/FMF, were present for many of the briefings and provided significant senior leader perspectives. Additionally, Maj Gen Martin shared key budget and leadership insights in his presentation entitled, “The Air Force Budget, Leading with a Fiscal Mindset.” Next, Mr. Murphy led a refreshingly frank and insightful presentation entitled “The Who, Why, What and How of Financial Operations.” Maj Gen Martin and Mr. Murphy were also able to join the AFMC FM comptrollers for a workshop attendee dinner. This relaxed occasion continued conversations from the previous days’ discussions and, more importantly, gave an opportunity for the attendees to speak with two of our most senior Air Force FM leaders.

Our AFMC FM superintendents held a half-day session on day three with CMSgt Writer in attendance to discuss enlisted issues, concerns, and initiatives. Conversations on manning constraints and the challenges of today and into the future were helpful for all in attendance.

Three packed days of FM topics generated great dialogue among our AFMC comptrollers and the AFMC FM team. Numerous action items were generated to seek better methods, add value to our processes, and prepare everyone for the future as we strive to **Increase the Voice of the Customer to Maximize Agility!** 

## About the Author

*Mr. Jim Reitzel is the Chief of the HQ AFMC/FM Workforce Management Branch. He has 30 years of military/civilian Air Force FM experience in a variety of positions across nearly every MAJCOM. Ms. Teresa Eichbaum is a Financial Specialist, HQ AFMC/FM Workforce Management Branch. She has 34 years of civilian Air Force experience in a variety of financial positions in the Air Force Research Laboratory (AFRL), AFMC Surgeon General Office, and AFMC Inspector General Office.*

## Developing Financial Management Leaders for the 21st Century (DFML21): Save the Date!

Mark your calendar for the next DFML21 forum, featuring CMSgt John Writer, which will take place on 31 August 2016. The event will be held in the Pentagon auditorium and will be broadcast via Defense Collaboration Services (DCS).

Stayed tuned for more details on the **Assistant Secretary of the Air Force for FM & Comptroller Facebook page** and in your e-mail inbox!

**DFML21**  
DEVELOPING FM LEADERS  
FOR THE 21ST CENTURY



# Reimbursement Process in DEAMS

by Mr. Jason Chang, USTRANSCOM/J8-BH



Are you agonizing over the changes to the reimbursement process in the Defense Enterprise Accounting Management System (DEAMS)? If you're at the base level, you've probably realized by now that the finance office has more responsibilities such as inputting a customer's information in DEAMS before the reimbursement process is started. In the past, the Defense Finance and Accounting Service (DFAS) took care of this for base finance offices, but changes such as this were necessary to streamline operations. The purpose of this article is to review three major DEAMS reimbursement categories and educate readers about the DEAMS reimbursement process.

## GENERAL OVERVIEW OF DEAMS REIMBURSEMENT PROCESS

Before we discuss the three major DEAMS reimbursement categories, we have to understand the difference between Category 1 (Cat I) and Category 2 (Cat II) Military Interdepartmental Purchase Requests (MIPRs). A Cat I MIPR is mainly used to set up reimbursement for services we provide to our customers. If the MIPR is accepted as Cat I, the reimbursement process will be used to bill and collect money from our customers. For a Cat II MIPR, it does not go into DEAMS for processing. As demonstrated in the June 2016 DEAMS Monthly User Forum, it is unnecessary to accept Cat II MIPRs (direct cited MIPRs) because we do not prepare purchase requisitions in DEAMS for Cat II MIPRs. Rather, we provide a signed DD 448 (MIPR) to the contracting office where they will use the customer's line of accounting (LOA) to purchase services or supplies. However, we still have to manually accept the MIPR outside of DEAMS and provide a copy to our customer because he/she will use this MIPR acceptance to obligate the fund.

In DEAMS, users must understand that we have to accomplish a budget target load to create reimbursement authority and submit Project, Task, Expenditure, Organization (PTEO) requests for contract project type. Furthermore, we will also have to baseline our fund to create the Unfilled Customer Order (UFCO) and, in turn, the annual and quarterly obligation authority. When we create an agreement in DEAMS, this will produce a MIPR acceptance (DD448-2). After a DD448-2 is created, the reimbursement obligation authority will be created by base-lining the fund in the agreement. Once this occurs, we will be able to expense against our reimbursement line of accounting (R-LOA). If, for some reason, we are not able to use our R-LOA up front, we would need to ensure that we journal voucher (JV) the expenses incurred in support of our customer from our direct side LOA to our R-LOA. This should be done prior to billing the customer.

## DEAMS REIMBURSEMENT CATEGORIES

There are the three main reimbursement categories in DEAMS: 1080-Two Sided, 1080-Intergovernmental Payment and Collection (IPAC), and 1080-Mailout. To initiate a reimbursement, you need to create a billing event within DEAMS. The information entered on this billing event will be used to create the SF 1080 within the system.

### 1080-TWO SIDED (CROSS-DISBURSED)

The main purpose of 1080-Two Sided is to create a reimbursement agreement and billing event for MIPR transactions that are Air Force to Air Force. For 1080-Two Sided, it does not matter whether the customer is using DEAMS or General Accounting and Finance Suite of ➤



# Reimbursement Process in DEAMS



Systems (GAFS). However, if the customer is still using GAFS, we need to input Centralized Disbursing System (CDS) LOA information to interface DEAMS with GAFS. For further assistance with CDS LOA, either refer to the Orders to Cash (OTC) Process packet that can be found at the link below or contact your DFAS point of contact (POC) for MIPR reimbursement instructions. For 1080-Two-Sided, the DEAMS user will put the funding amount into the agreement. Once the agreement is completed, the user will have to baseline the funds to create the UFCO and obligation authority. Once this occurs, the user will be able to execute against their R-LOA. Within 30 days of that execution occurring, the user will need to initiate billing the customer. In order to initiate the billing process, the user must create a billing event. Once the 1080 is generated in DEAMS, the user will then create a draft invoice and draft revenue reports. After these draft reports are created, DFAS will initiate a bill collection.



## 1080-IPAC

1080-IPAC is generally used to accept a MIPR from non-Air Force federal government departments (i.e. US Navy, US Army, Corp of Engineers, etc.) These federal departments must be IPAC capable and have an agency location code (ALC). As for the reimbursement process, 1080-IPAC is identical to 1080-Two Sided. As mentioned previously, 1080-IPAC requires the DEAMS user to input a customer's ALC information in the DEAMS customer billing account. Again, if you are not sure about the customer's ALC, contact your local FMA office.

## 1080-MAILOUT

1080-Mailout is only used for public customers (i.e. privatized housing, non-appropriated fund, US Postal Service, etc.) In DEAMS, all public reimbursement is entered as advance payment whether we received the payment or not. As for 1080-Mailout, we input an agreement into DEAMS with zero dollar funding. 1080-Mailout takes the longest time to process because DFAS will physically mail out the certified bills to our customers. Once our customers receive their bills, they have up to 30 days to send in the payment. Therefore, it could take anywhere up to 60 days to process 1080-Mailout. Once DFAS processes the DD 1131 (Cash Collection Voucher), they will baseline our reimbursement and create an obligation authority where we can JV our direct expense to the reimbursement side since it is very hard to expense from R-LOA for public reimbursements.

For further guidance on the DEAMS reimbursement process, please go to the following link to download a job aid that provides step-by-step instructions:

[https://cs1.eis.af.mil/sites/deamsdeployment/Documents2/Shared Documents/Instructional Supplements/Reimbursement \(OTC\) Process/DEAMS\\_Reimbursement \(OTC\)\\_Process\\_Packet\\_Aug\\_2015\\_v6.xls](https://cs1.eis.af.mil/sites/deamsdeployment/Documents2/Shared Documents/Instructional Supplements/Reimbursement (OTC) Process/DEAMS_Reimbursement (OTC)_Process_Packet_Aug_2015_v6.xls)

Note: This article was reviewed by SAF/FMP DEAMS office for accuracy.

## About the Author

*Mr. Jason Chang is a budget analyst at USTRANSCOM/J8-BH, Scott AFB. He holds a master of science degree in accounting from Cal State Los Angeles and a bachelor of business administration in finance from Baylor University.*

# Air Force Worldwide Workshop – Flying Forward – Systems on the Horizon!

by SSgt Sarah E. Goucher, AFGSC



In March, Defense Finance and Accounting Service (DFAS)-Columbus held the 2016 Air Force Worldwide Workshop. The theme of the three-day conference was “Flying Forward,” and was attended by a diverse group of active duty airmen, reservists, guardsman, and civilians from a variety of bases and MAJCOMs. The conference covered a vast amount of topics, including Defense Enterprise Accounting and Management System (DEAMS) and Air Force Installation Mission Support Center (AFIMSC).


In sticking with the theme “Flying Forward,” we learned about many of the new tools and programs that are rolling out in the next few months and years. One of the major topics covered on the first day was the new Account Management and Provisioning System (AMPS). AMPS is intended to replace the current manual process for various systems that require a DD Form 2875, as well as enhance audit readiness.

Several bases have already started using the new system for the multitude of programs used in the “FM World,” including the Defense Joint Military Pay System (DMJS) and General Accounting and Finance System (GAFS).



Although DEAMS is a word that makes most people hesitate, the roll out of the system was a smooth transition. In addition to the training course, DEAMS experts travelled to individual bases to train members on how to use the new and innovative system. The teams who worked on DEAMS also created a DFAS SharePoint Website that includes step-by-step job aids. The job aids are broken down by specific tasks a member may be searching for. As changes are made in the system, the job aids are updated as well. Be sure to check that you have the most up-to-date guide for each task.

In the ever-changing world of financial management, many of the duties that were formerly required of the MAJCOMs have been moved to the AFIMSC. One of the largest impacts the AFIMSC is having on FM units is the revision of operational metrics. The metrics were adjusted to focus on deficiencies in areas critical to the mission that require management attention. Additionally, the personnel at AFIMSC created a new Resource Advisor (RA) checklist, which can be used for Financial Improvement and Audit Readiness (FIAR), as well as to assist non-financial management units we support.

While the primary focus of the conference was on the new and upcoming systems, it was also a great way to network and meet points of contact in different areas. We were able to ask questions directly to the subject matter experts, as well as share different ideas and tools used at our respective bases. The tools and lessons learned from the conference will help assist the Air Force in keeping up with the “Flying Forward” theme. For those who were unable to attend the conference, slides covering all the topics of discussion are available for download from the DFAS website at <https://cs1.eis.af.mil/sites/deamsdeployment/SitePages/Home.aspx>. 

## ABOUT THE AUTHOR

*SSgt Sarah Goucher is currently stationed at Dyess AFB, TX, where she works in the Accounting Liaison section.*



## Upcoming Senior Leader Webchat featuring Mr. Fred Carr (SAF/FMF)!

Stay tuned for Mr. Fred Carr's (SAF/FMF) Audit Update on 16 August! This webchat will be hosted via Global Content Delivery Service (GCDS).

**Date:** Tuesday, 16 August 2016

**Time:** TBD

**Location:** GCDS (link TBD)

*Audio will be provided through GCDS*

Attending this forum may count towards earning 1 CPE/CET credit hour for professional certification! Please fill out a survey on the SAF/FM Leadership site (<https://cs3.eis.af.mil/sites/26786/FMLead/default.aspx>) to note your participation and receive a printable certificate of completion.

Please contact the SAF/FMEW Workflow at [usaf.pentagon.saf-fm.mbx.saf-fmew-workflow@mail.mil](mailto:usaf.pentagon.saf-fm.mbx.saf-fmew-workflow@mail.mil) if you have any questions or if you would like to receive more information!



## Announcing the August DEAMS Webinar Schedule!

Now's the time to sign up for the August 2016 DEAMS Webinars! Please sign up through FM DLC under the Webinars tab:

- 08 August 2016 – DEAMS Funds Loading and Certification
- 09 August 2016 – DEAMS Forms Pt 1 AF FM 9 & AF FM 4009
- 16 August 2016 – DEAMS PBU (pt 1 must be taken together w/ pt 2)
- 17 August 2016 – DEAMS PBU (pt 2 must be taken together w/ pt 1)
- Both DEAMS PBU classes will be 1300-1500 hrs EDT on their given day*
- 23 August 2016 – DEAMS Intro Course
- 24 August 2016 – DEAMS Travel Course
- 25 August 2016 – DEAMS Form pt 3 AF FM 185 and DD FM 616
- 30 August 2016 – DEAMS Reports pt 3 Frequently Used Reports
- All classes are held via DCS from 1300-1500 hrs EST.

If you have any questions, or need assistance, please feel free to contact us at our org email box:

[saf.fmpaffso.training@us.af.mil](mailto:saf.fmpaffso.training@us.af.mil)

